



District of Columbia Courts Internship Openings

Position: Paternity and Support Internship (DCSC.S-04-PS)	Division: Family Court Paternity and Support Branch
Opening Date: November 3, 2003	Opening(s): 2
Closing Date: January 5, 2004	
Description: The Paternity and Support branch manages all cases concerning the establishment of paternity and issuance of support.	
Responsibilities: <ul style="list-style-type: none">• Assist parties directly during initial intake with the following filings: complaints and/or petitions, motions, oppositions, answers, and service etc.• Utilize the Court’s computerized system to enter, extract and update information.• Setting hearing dates for motions.• Assist with the preparation of the daily hearing or submit calendars.• House case files appropriately.• Assist Magistrate Judges and staff as needed.• Assists Courtroom Clerk with responding to inquiries upon completion of daily docket call.• Assists with monitoring/operating FTR recording equipment.	
Qualifications: The applicant must be enrolled in an undergraduate, graduate or law school program. The student must be in good standing at his or her university. It is preferred that all applicants have a GPA of 3.0 or better. The student must be able to commit a minimum of 12 hours per week throughout the semester. Finally, the student will be subject to an FBI criminal background check.	
Application Process: Applications should include a District of Columbia Courts internship application, a resume, an unofficial transcript, and a list of at least two references. Applications for this position must be received by close of business on January 5 th , 2004.	
Please send all applications to: Meghan M. Aberle Intern Volunteer Coordinator 500 Indiana Avenue, NW Washington, D.C. 20001 (202) 879-1218 (telephone) ■ (202) 879-1802 (fax)	